

# Douglas Township, Montgomery County

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## AGENDA – November 21<sup>st</sup>, 2022

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of November 7<sup>th</sup>, 2022 Board of Supervisors Meeting
  - a. Additions, corrections, motion for approval
  - b. Agenda for November 21<sup>st</sup>, 2022 – additions, corrections, motion for approval.
5. ZHB Applications (Hearing Wednesday December 14<sup>th</sup>, 2022 starting @ 5:30pm)
  - a. 45 Brian Rd – zoning relief from Accessory Coverage – In-ground Pool
6. Treasurer's Report – Cynthia O'Donnell
  - a. Authorization to pay the bills (BOS Approval Required)
  - b. Copies of Unpaid Bills Detail Report in Township Lobby
  - c. Tax Collection Resolution – Act 57 (Waiver of late fee penalties to first year of occupancy taxes who failed to receive a bill) – BOS Approval Required
7. Police Department Report – Chief Templin
  1. Police Bargaining Unit (4 Year Contract Proposed)
  2. Police Chief Contract (4 Year Contract Proposed)
8. Solicitor Report – Robert L. Brant, Esq.
  - a. Knox Box Ordinance/Key Box Ordinance – combining both into a new ordinance (BOS Review Only)
9. Emergency Services Reports
  - a. GF&R and GACAS – Copies of reports in lobby
  - b. ESB Meeting – Monday November 14<sup>th</sup>, 2022 Meeting Minutes (BOS Approval Required)
  - c. Emergency Medical Service Appropriation Tax – ESB discussion to provide financial support for services. (BOS Review Continuing)
10. Manager's Report
  1. Schedule of Meetings
    - a. Monday December 5<sup>th</sup>, 2022 BOS Agenda Mtg @ 6:30pm, BOS Mtg @ 7pm.  
Thursday December 8<sup>th</sup>, 2022 P/A Meeting @ 7pm – No Workshop, ZHB  
Wednesday December 14<sup>th</sup>, 2022 @ 5:30pm.
  2. Appointment of a Deputy Tax Collector (BOS review)
  3. Rt. 100 Corridor – Market Street Committee (Schedule Meetings)
  4. PARRC – Intergovernmental Cooperative Agreement Ordinance (Ordinance Pending)
  5. 2023 Township Meetings & Holiday Schedule

6. MCPC – 3 Year Planning Assistance Contract (P/A Recommend Approval w/Project List)

11. Old Business/New Business

12. Public Comment

13. Adjournment

**NEXT MEETING MONDAY DECEMBER 5<sup>th</sup>, 2022 @ 7PM**

The meeting of the Douglass Township Board of Supervisors was called to order at 7:08P.M. Attending were Chairman Joshua Stouch, Vice-Chairman Alan Keiser, Supervisor Sara Carpenter, Solicitor Robert Brant, Manager Pete Hiryak, Khal Hassan of Pennoni & Associates, Andrew Duncan, Chief Templin, McKenna Powanda, and approximately 7 residents/developers. A reporter was present.

Mr. Stouch led in the Pledge of Allegiance and announced that there was an Executive Session held this evening from approximately 6:00pm – 6:45pm involving personnel matters, no decisions or votes were taken.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of November 7<sup>th</sup>, 2022 Board of Supervisors Meeting, none were given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the minutes of the November 7<sup>th</sup>, 2022 Board of Supervisors Meeting. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Mr. Stouch asked if there were any questions, comments, or corrections to the November 21<sup>st</sup>, 2022 Board of Supervisors Agenda, none were given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the November 21<sup>st</sup>, 2022 Board of Supervisors Agenda as presented. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Zoning Hearing Board – 1 Hearing re-scheduled for Wednesday, December 14<sup>th</sup>, 2022 starting @ 5:30pm

1. 45 Brian Rd - Zoning relief from accessory building coverage to install in-ground pool, decking, and equipment.

**Treasurer's Report (Authorization to pay the bills) – Manager Hiryak**

The unpaid bills as of November 21<sup>st</sup>, 2022 is \$205,008.61, the unusual bills are for Axon Enterprise Inc (body cameras for police department) for \$7,155.80 paid out of ARPA Fund, Gallagher Bassett Services Inc for \$2,500.00 (insurance deductible for age discrimination claim), PA UC Fund for \$3,813.25 (2023 Unemployment Solvency Fee). Copies are available in the lobby. No questions were asked on the bills.

A motion was made by Mr. Stouch, seconded by Mr. Keiser for authorization to pay the unpaid bills as of November 21<sup>st</sup>, 2022 in the amount of \$205,008.61. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Tax Collection Resolution – Act 57 (Waiver of late fee penalties to first year of occupancy taxes who failed to receive a bill) – Resolution #11212022-01.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to adopt Resolution #11212022-01 Tax Collection Resolution – Act 57 (Waiver of late fee penalties to first year of occupancy taxes who failed to receive a bill). Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to accept the Treasurer's Report as presented. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

**Police Department Report – Chief Barry Templin**

October 2022 Police Statistics: 331 calls for service, 5 reportable accidents, 19 non-reportable accidents, 15 criminal investigations, 6 criminal arrests, 7 paper citations, 72 e-citations, 6 non-traffic citations, and 1 parking ticket. Chief Templin stated that the police department participated in this year's Truck or Treat Event at Trinity Church on October 29<sup>th</sup>, 2022. The Drug Take Back Program was held on October 29<sup>th</sup>, 2022 at our police department. Ninety-nine pounds of unwanted, unused, and expired medications were collected for proper disposal. There is a collection bin in the Township Administration Building open during normal business hours, no sharps or liquids. On October 27<sup>th</sup>, 2022 the Gilbertsville Area Community Ambulance Service re-certified all

of our officers in CPR/AED/First Aid. Other officer re-certifications were also completed that evening including Taser, OC Spray, and Expandable Baton. The Montgomery County Department of Public Safety has come out with the Montgomery County Active Shooter Response Plan. This plan is intended to provide a universal outline of how Montgomery County first responders will respond to an active shooter incident anywhere in Montgomery County. All of our officers have completed the education piece. All officers are scheduled to attend a hands-on training session with Montgomery County Western Region SWAT in January 2023. The Municipal Officers Education and Training Commission will mandate yearly training in Control Tactics starting in 2023 and beyond. We will have to look for a certified instructor or have one of our officers become a certified instructor in the near future. Ms. Carpenter asked if the funds are in the budget, Chief Templin replied that he has some remaining in his education budget line that he can use. Mr. Brant stated that it is possible to make a budget amendment if additional funding is needed. Mr. Kolb asked if the fire police are included in this training, Chief Templin replied that the training is geared more toward Police, SWAT, and EMS. General Order 111.1 Body Worn Camera (BWC) is currently being reviewed by the officers as per their bargaining agreement. After this is completed, I will send it to legal to be put on an agenda for approval in the near future. The BSWC's are in and we will be undergoing training in mid-January 2023 before there implementation.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the Police Department Report as presented. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Police Bargaining Unit (4 Year Contract Proposed) – Mr. Stouch stated that there were minor changes to the contract. There is a 4% wage increase for each year of the 4-year contract, officers contribute additional fees for health coverage and retirement, and they have agreed to remove post-retirement medical benefits for all new hired police officers. Mr. Brant stated that arbitration was avoided as well as the cost and expense of unfavorable arbitration. Mr. Brant stated that the contract was resolved in good faith and commended Mr. Stouch for his hard work negotiating the contract and everyone involved with resolving the contract.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the Police Bargaining Unit 4-year contract effective January 1<sup>st</sup>, 2023 until December 31<sup>st</sup>, 2025. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Police Chief Contract (4 Year Contract Proposed) – Mr. Stouch stated that Chief Templin's contract basically mirrors the police contract. Mr. Stouch stated that Chief Templin has waived his Festive Holiday Pay.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve a 4-Year contract for Chief Templin effective January 1<sup>st</sup>, 2023 until December 31<sup>st</sup>, 2025, waiving Festive Holiday Pay. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

#### **Solicitor Report – Robert I Brant, Esq.**

Knox Box Ordinance/Key Box Ordinance – combining both into a new ordinance (BOS Review Only) Mr. Brant stated that we are waiting for any additional comments from the Emergency Services Board and Township Staff.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to accept the Solicitor Report as presented. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

#### **GF&R and GACAS Reports**

Written reports are available in lobby. The ESB Meeting Minutes for Monday November 14<sup>th</sup>, 2022 are available in the lobby, approval by the Board is requested. Mr. Duncan stated that ambulance services, funding, and staffing issues were discussed, this is a statewide problem that many municipalities are facing because the state has placed the responsibility on municipalities. There are also issues with the insurance companies reimbursing the individual for ambulance services and that reimbursement is not forwarded from each individual to the responding ambulance service. In a proactive approach, Mr. Stouch and Mr. Duncan have brought these issues to the attention of Pottstown Metro Regional Planning Commission to no avail. This will be an issue that every

municipality will face, Mr. Duncan that Montgomery County has hired a consultant to look at these issues and Chester County is also looking into these issues. Three out of the eight municipalities that participate in PMRPC are acting on these issues. Mr. Kolb said that the southwestern part of Pennsylvania already has something in place for this, Mr. Stouch commented that he actually looked into how Allegheny County handles these issues. Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of the November 14<sup>th</sup>, 2022 ESB Meeting, none were given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the minutes of the November 14<sup>th</sup>, 2022 ESB Meeting. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Emergency Medical Service Appropriation Tax – ESB discussion to provide financial support for services (BOS Review Continuing) – Mr. Brant stated that discussions are ongoing with allowable tax provisions for possible adoption at the December 19<sup>th</sup>, 2022 meeting. Mr. Duncan commented that the Montgomery County Fire Chief's Association has applied for a retention and recruitment grant.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to accept the Emergency Services Reports as presented. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

#### **Manager's Report – Pete Hiryak**

1. Schedule of Meetings:

- a. Upcoming meetings as follows: Monday December 5<sup>th</sup>, 2022 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm. Thursday December 8<sup>th</sup>, 2022 P/A Meeting @ 7pm – No Workshop, Wednesday December 14<sup>th</sup>, 2022 @ 5:30pm.
2. Appointment of a Deputy Tax Collector (BOS review for next meeting)
3. Rt.100 Corridor – Market Street Committee (Schedule Meetings) – Working on dates
4. PARRC – Intergovernmental Cooperative Agreement Ordinance (Pending) – December meeting.
5. 2023 Township Meetings & Holiday Schedule (BOS Approval & Advertisement)

A motion was made by Mr. Keiser, seconded by Mr. Stouch to approve the 2023 Township Meeting Dates & 2023 Holiday Schedule and authorization for advertisement. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

6. MCPC – 3-Year Planning Assistance Contract (P/A Recommended Approval w/Project List)

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve a 3-Year MCPC Planning Assistance Contract w/Project List (Zoning & SALDO Audits) as recommended by the Planning Agency. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to accept the Manager's Report as presented. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

#### **Old Business/New Business**

No old business or new business was given.

#### **Public Comment**

No public comment was given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adjourn the meeting at 7:45pm. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

**The next Board of Supervisor's Meeting will be held on Monday, December 5<sup>th</sup>, 2022 @ 7 pm.**

Respectfully submitted by,  
Marcy Meitzler



Gilbertsville Fire and Rescue Company

Monthly Fire Report

October 2022

**Incidents by type:**

111 - Building fire: 6

130 - Vehicle Fire: 1

311 - Medical Assist: 2

322 - Motor vehicle accident with injuries: 1

323 - Motor vehicle accident pedestrian: 1

412 - Gas leak: 1

551 - Assist police or other governmental agency: 5 (Fire Police Call)

745 - Fire alarm: 5

900 - Special Incident: 1

Total Incidents for October 2022: 23

Fire Company in Service Time: 66 Hours, 23 Minutes

Call total for 2022: 248

Fire Company in Service Time Year to Date: 788 hours, 23 minutes

**Response per Municipality:**

Douglas Township Montgomery: 13

Upper Pottsgrove: 2

Amity Township (Berks County): 1

Bechtelsville Borough (Berks County): 1

Boyertown Borough (Berks County): 2

Colebrookdale Township (Berks County): 3

Upper Frederick Township: 1

**Training:**

Engineers night / Equipment Checks  
Vehicle Rescue Training  
Fire Prevention Open House

**Events:**

Hosted Fire Prevention Open House on Thursday October 13, 2022.

Will be hosting a breakfast with Santa on Sunday December 4, 2022 from 8:30AM to 10:30AM. This is a ticketed event and they can be purchased online. Visit our facebook page or our website for the link to our event.

Completed fire prevention and education to the following schools and pre-schools in Douglass Township: Gilbertsville Elementary School grades K-5, Little Faces Children's Center, Magnolia Children's Academy, Cornerstone Pre-school at Trinity Church, Boyertown Area YMCA Gilbertsville Center, Miss Doreen's Playmation, Helping Hands Inc., Shephard of the Hills Church Pre-school, Boyertown Children's Center and Boy Scout Troop 73 at Station 67.

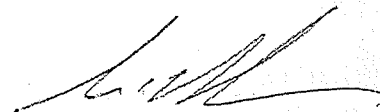
**Notes:**

Gilbertsville Fire and Rescue received two grants in the month of October.

Wawa Foundation Grant - \$2,500.00 for retention and recruitment

Berks County Community Foundation Boyertown Area Grant - \$5,000.00 for the purchase of furniture and equipment for our training room at the new fire station.

Respectfully Submitted,

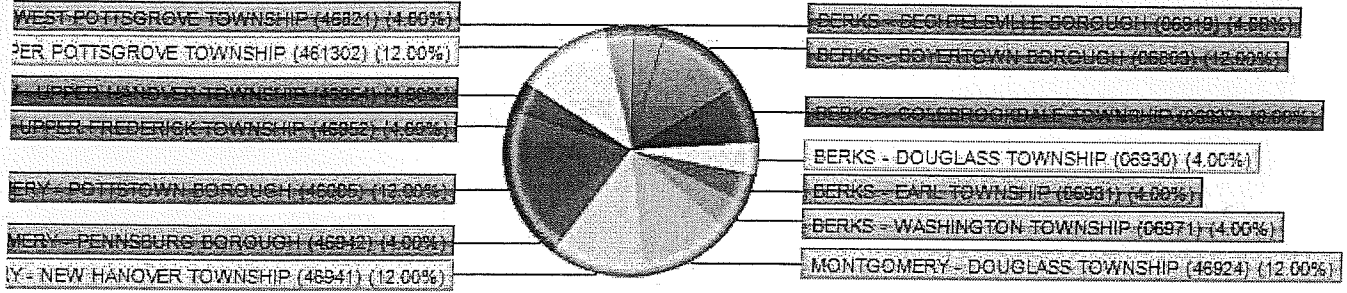


Andrew A. Duncan  
Chief of Fire Operations  
Gilbertsville Fire and Rescue

**Zone Breakdown**

Date: Friday, November 11, 2022  
Time: 8:58:45 AM

Incident Date between 2022-09-01 and 2022-09-30



**Zone Breakdown**

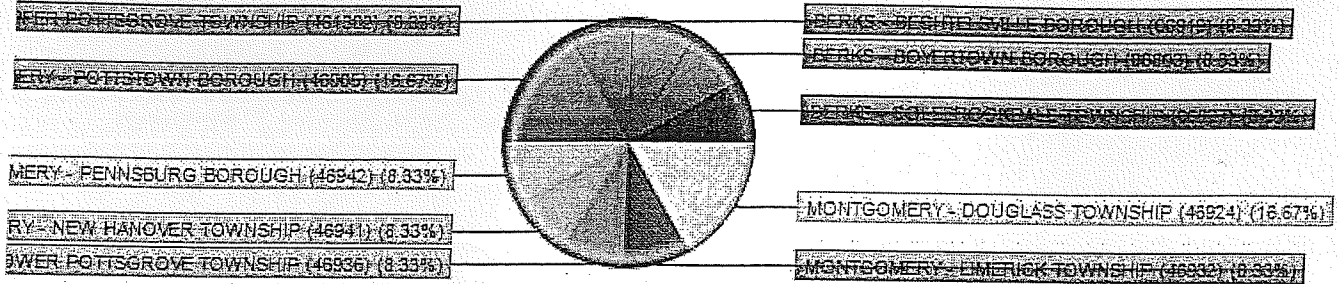
Zone	
BERKS - BECHTELSVILLE BOROUGH (06919)	1
BERKS - BOYERTOWN BOROUGH (06803)	13
BERKS - DOUGLASS TOWNSHIP (06930)	1
BERKS - EARL TOWNSHIP (06931)	1
MONTGOMERY - UPPER FREDERICK TOWNSHIP (46952)	1
MONTGOMERY - UPPER HANOVER TOWNSHIP (46954)	1
MONTGOMERY - WEST POTTS GROVE TOWNSHIP (46821)	1
BERKS - COLEBROOKDALE TOWNSHIP (06927)	2
BERKS - WASHINGTON TOWNSHIP (06971)	1
MONTGOMERY - DOUGLASS TOWNSHIP (46924)	32
MONTGOMERY - NEW HANOVER TOWNSHIP (46941)	14
MONTGOMERY - PENNSBURG BOROUGH (46942)	1
MONTGOMERY - POTTSTOWN BOROUGH (46005)	7
MONTGOMERY - UPPER POTTS GROVE TOWNSHIP (461302)	3
	<b>Total 79</b>



**Zone Breakdown**

**Date: Friday, November 11, 2022  
Time: 9:00:22 AM**

Incident Date between 2022-10-01 and 2022-10-31



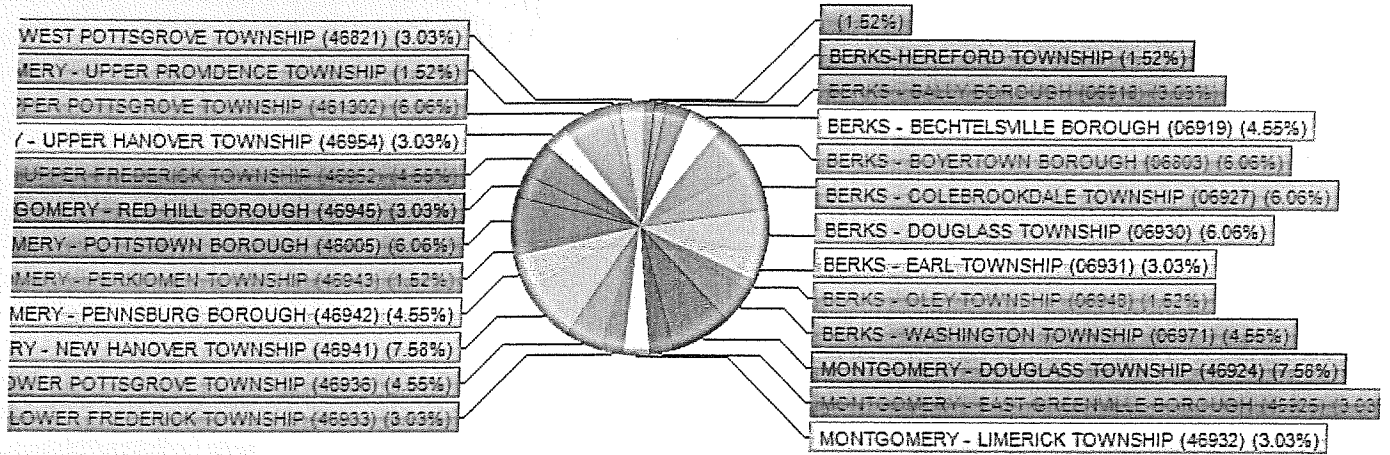
**Zone Breakdown**

Zone	
BERKS - BECHTELSTVILLE BOROUGH (06919)	2
BERKS - BOYERTOWN BOROUGH (06803)	8
MONTGOMERY - LOWER POTTSBROVE TOWNSHIP (46936)	1
BERKS - COLEBROOKDALE TOWNSHIP (06927)	4
MONTGOMERY - DOUGLASS TOWNSHIP (46924)	44
MONTGOMERY - LIMERICK TOWNSHIP (46932)	1
MONTGOMERY - NEW HANOVER TOWNSHIP (46941)	18
MONTGOMERY - PENNSBURG BOROUGH (46942)	1
MONTGOMERY - POTTSBROVE TOWNSHIP (46005)	10
MONTGOMERY - UPPER POTTSBROVE TOWNSHIP (46130)	4
	<b>Total 93</b>

**Zone Breakdown**

Date: Friday, November 11, 2022  
Time: 8:01:39 AM

Incident Date between 2022-01-01 and 2022-11-11



**Zone Breakdown**

Zone	Count
BERKS - BALLY BOROUGH (06918)	6
BERKS - BECHTELSDALE BOROUGH (06919)	9
BERKS - BOYERTOWN BOROUGH (06803)	142
BERKS - DOUGLASS TOWNSHIP (06930)	14
BERKS - EARL TOWNSHIP (06931)	5
BERKS - OLEY TOWNSHIP (06948)	1
BERKS-HEREFORD TOWNSHIP	1
MONTGOMERY - EAST GREENVILLE BOROUGH (46925)	2
MONTGOMERY - LOWER FREDERICK TOWNSHIP (46933)	3
MONTGOMERY - LOWER POTTS GROVE TOWNSHIP (46936)	8
MONTGOMERY - UPPER FREDERICK TOWNSHIP (46952)	4
MONTGOMERY - UPPER HANOVER TOWNSHIP (46954)	4
MONTGOMERY - UPPER PROVIDENCE TOWNSHIP	1
MONTGOMERY - WEST POTTS GROVE TOWNSHIP (46821)	5
	1
BERKS - COLEBROOKDALE TOWNSHIP (06927)	31
BERKS - WASHINGTON TOWNSHIP (06971)	9
MONTGOMERY - DOUGLASS TOWNSHIP (46924)	397
MONTGOMERY - LIMERICK TOWNSHIP (46932)	2
MONTGOMERY - NEW HANOVER TOWNSHIP (46941)	249
MONTGOMERY - PENNSBURG BOROUGH (46942)	13
MONTGOMERY - PERKIOMEN TOWNSHIP (46943)	2
MONTGOMERY - POTTSTOWN BOROUGH (46005)	73
MONTGOMERY - RED HILL BOROUGH (46945)	3
MONTGOMERY - UPPER POTTS GROVE TOWNSHIP (461302)	88
<b>Total</b>	<b>1073</b>